



Arizona Address Confidentiality Program

Office of the Secretary of State – Ken Bennett



Address Confidentiality Program Adopted Procedures Criteria

Pursuant to ARS §41-167(H)1-4 a state or local government entity whose request of disclosure is granted shall have adopted procedures of how the agency will protect the ACP participant's confidential, actual address or telephone number once it has been disclosed by ACP. Agency adopted procedures must be included in the request of disclosure statement or attached separately to the request.

The following are the criteria to assist agencies in their development of adopted procedures:

- 1) How will your agency limit use of ACP participant's actual address outside of intended use in request of disclosure statement?
- 2) How will your agency limit access of the actual address, to those outside of intended purpose stated in request of disclosure statement?
- 3) How will your agency cease to use and dispose of ACP participants actual address once expired and/ or is no longer needed?
- 4) What other ways will your agency maintain the confidential, actual address outside of what was mentioned above?